



**Post:** Early Learning Practitioner

**Accountable to:** Senior Practitioner

**Organisational Objective:** To achieve positive change for children and their families through early intervention.

**Purpose of the role:** To plan and deliver positive learning opportunities for children aged 5 and under alongside developing relationships with parents to enable them to support their child's development.

**Responsibilities:**

**Service Delivery**

- Plan, communicate and implement early years group work sessions for young children
- To work as part of the early learning team to meet the educational, care and welfare needs of children attending early learning sessions.
- To support young children's creativity and skills for life and learning through play
- To promote and support accessible outdoor learning
- To support parents to participate in their child's development
- To connect children and parents with wider community experiences
- To build meaningful relationships with children and parents, enabling families to build their capacity, confidence and skills
- To work collaboratively with referral partners and colleagues to ensure the timely allocation and implementation of support for new families
- Where appropriate to undertake initial needs assessments and develop a support plan in partnership with families
- To positively promote the work of the organisation throughout the undertaking of your duties
- To communicate effectively with stakeholders and colleagues across all sectors

**Administrative**

- To work in line with organisational guidance and policy including administrative tasks such as completing the shared calendar, timesheets and email correspondence

- To be responsible for accurate and timely data entering into the organisations case management system
- To accurately record family case notes in a timely fashion
- To contribute to the monitoring and evaluation of your service area
- To supply your senior with regular updates that can be used on the organisations website and across social media platform
- To submit timely information to the Business Administrator for such processes such as claiming expenses and absence recording

### **Professional Practice**

- To adhere to all early years policy and procedures to ensure the safe delivery of services for children
- To demonstrate behaviours that are consistent with the values and ethos of the organisation
- To identify and action areas for professional development
- To actively engage with formal and informal supports including team meetings, family support meetings and support and supervision sessions
- To foster healthy working relationships with Stepping Stones colleagues and adopt a team working approach to delivering organisational aims and objectives

Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

## Person Specification

**Post: Education Learning Practitioner**

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• NNEB, SNNB, HNC Childcare and Education</li> <li>• SVQ 3 Social services, children and young people</li> </ul> <p>(other qualifications may be considered, please feel free to contact us and query)</p>	<ul style="list-style-type: none"> <li>• Peep trained</li> <li>• Raising children with confidence</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Of working with children aged 0-5 years</li> <li>• Of forming effective relationships with children</li> <li>• Able to carry through tasks with groups of children</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting parents and carers with their parenting role</li> <li>• Experience of planning activities for children</li> <li>• Group work delivery</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Understanding the needs of children and the ability to respond appropriately.</li> <li>• Ability to reflect on children's development and learning needs and maintain accurate records</li> <li>• An awareness of general health and safety and child protection policies</li> <li>• Knowledge of key policy documents within early years</li> <li>• Must be able to communicate effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of GIRFEC</li> <li>• Working across a multi-disciplinary approach</li> <li>• Able to demonstrate initiative</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Empathic and sensitive approach</li> <li>• Willing to undertake training and on-going learning</li> <li>• Enjoys working alongside people of all ages and backgrounds</li> </ul>	